



TICKLER FILE

1 WEEK PRIOR TO DEPARTURE



RECOMMENDED TASKS

Individual Who Agrees To
Complete This Task

Check When
Completed

- | | | |
|---|--|--|
| 1. Dispose of flammable liquids such as spray paints, solvents and thinners, and gas/oil/spark plugs in lawn mowers. | | |
| 2. Make arrangements with housing or rental office for final walk through. | | |
| 3. Prepare any computer equipment for packing. Be sure to back up files. | | |
| 4. Set aside cleaning materials to be used after packing. | | |
| 5. Return all library books and other borrowed items. | | |
| 6. Retrieve all loaned out items. | | |
| 7. Retrieve any developed film, dry cleaning, etc. | | |
| 8. Separate professional books, papers and equipment. These items will be weighed and listed separately on your shipping inventory. | | |
| 9. Clear up outstanding accounts. | | |
| 10. Arrange disconnect dates with local utilities. | | |
| 11. Begin packing in earnest. | | |
| 12. Pick up outpatient medical records to hand carry. | | |
| 13. Confirm child care arrangements for moving day. | | |
| 14. Clean and dry refrigerator and freezer. | | |
| 15. Remove light bulbs from lamps before packing. | | |
| 16. Dispose of any liquors (they cannot be shipped). | | |
| 17. _____ | | |
| 18. _____ | | |
| 19. _____ | | |
| 20. _____ | | |